

Kronos Employee Usage Responsibilities

1. All non-exempt employees are responsible for entering all work hours exactly as they occurred. **Work hours may not be recorded before they are actually worked.**
2. Non-exempt employees must get supervisory approval before working overtime.
3. All full-time employees must account for 40 hours each workweek.
4. All employees must have supervisory approval to use any type of leave.
5. All employees are responsible for entering all approved leave hours used on their timecard. Leave hours entered in Kronos must be recorded for the actual date the leave usage occurred. Employees are responsible to ensure they have enough accrued time available to cover the hours used. Leave hours used may be entered in Kronos prior to the date of usage.
6. Absences must be used in quarter-hour increments only and must be reported to the closest quarter-hour.
7. Employees are not allowed to use a combination of work time and paid leave time to receive more than 40 hours of pay in a workweek. Leave usage must be reduced so the work hours plus leave usage does not exceed 40 hours.
8. All employees must have all hours entered and approved on their Kronos timecard on the first business day following the end of the pay period. Employees will only be paid for the hours recorded in Kronos by the deadline. **Mistakes or omissions made by the employee that are not fixed prior to the deadline will not be corrected until the following pay check date.**
9. Employee approvals in Kronos are the employee's certification that the information is a true and accurate record of hours worked, programs charged and leave used each day. By clicking the approve button on the Kronos Timecard Editor screen, the employee electronically signs the selected time records just as if he/she placed a personal signature on a paper copy of the time card.
10. Employees must provide substantiating evidence, which includes medical facts, when the sick leave absence exceeds three consecutive workdays. This documentation must be provided to the supervisor.
11. Employees must provide substantiating evidence for military leave or civil leave to their supervisor. Substantiating evidence would be items such as military orders or jury duty notices.
12. Employees are not allowed to add/edit/delete any time records after the deadline without specific approval from their supervisor or Human Resources and Development.
13. Employees are not allowed to give out their Kronos user ID and PIN without approval from their supervisor, Human Resources and Development or IS&T.
14. Kronos is available anywhere with internet access, including employees' homes. Employees are allowed to access Kronos from home and enter hours worked or leave used on their time card if they wish. Time spent updating time cards from home would NOT be considered as work time.